King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.01.016, Honor Guard	Approved By:	Director Allen Nance
	Effective Date:	August 28, 2024
	Reviewed By:	Honor Guard Commander, PRC
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Purpose
To establish guidelines and procedures for the administration of the Department's Honor Guard.

Policy
It is the policy of the Department that an Honor Guard be established, trained and maintained in a state of continual readiness for deployment to approved public and private ceremonies or events.

References
U.S. Codes: Title 4, Chapter 1, Flag and Seal, Seat of Government and States
Title 36, Chapter 10, Patriotic Customs, Section 175
Other: Honor Guard Training Manual

Definitions
Flag protocol: The flag protocol as specified by U.S. Code: Title 4, Chapter 1, Flag and Seal, Seat of Government and the States and Title 36, Chapter 10, Patriotic Customs, Section 175.

A. General Guidelines
1. The Honor Guard shall provide official Department representation at events as authorized by the Director or designee. These occasions may include, but are not limited to:
   a. Memorial services for law enforcement officers killed in the line of duty.
   b. Memorial services for current Department employees in accordance with the families' wishes.
   c. Out-of-agency services (i.e., citizen honorariums, parades and civic events).
   d. National and state memorial services (i.e., National Law Enforcement Memorial week, Medal of Honor awards, etc.).
   e. Department awards ceremonies.
2. Honor Guard members shall conduct themselves with the highest level of professionalism in all aspects of department operations.
3. The Department may honor staff members who have given their lives in the line of duty in accordance with the families' wishes.
4. The Honor Guard shall consist of at least nine uniformed staff members.
5. Qualifications:
   a. Satisfactory completion of the uniformed staff member's probationary period.

   b. Favorable written recommendation from the applicant's Sergeant and/or Shift Commander.
   c. Ability to maintain a military bearing while performing tasks in adverse conditions for prolonged periods of time.
   d. Willingness and ability to respond with minimal notice to Honor Guard assignments, training and other commitments.
   e. Be weapons qualified.
6. Duty Assignments:
   a. Approved participation in an Honor Guard event shall be considered a duty assignment and overtime shall be paid, if applicable.
   b. All overtime requests shall be made in advance and approved by the Director, designee or the Honor Guard Commander.
7. Training:
   a. With prior approval of the Director, designee or the Honor Guard Commander, members shall be authorized to attend training sessions to prepare for ceremonies or events.
   b. When possible, training sessions shall be announced at least two weeks in advance.
8. Removal:
   a. Honor Guard members who fail to fulfill their obligations to the unit may be removed after a review by the Honor Guard Commander.
9. Uniforms and Equipment:
   a. Honor Guard Members are expected to maintain and account for all issued equipment to the highest standard.
   b. Replacement or repair:
      1) Uniform and equipment repair shall be on an as-needed basis.
      2) Purchase or replacement of equipment shall be on an as-needed basis.
      3) All requests for replacement or repair of uniforms or equipment shall be in writing to the Honor Guard Commander.
      4) Honor Guard uniforms shall not be worn at any event without prior approval of the Honor Guard Commander. Special equipment requests must be submitted to the Honor Guard Commander.
10. The Flag of the United States of America, Washington State and the Department:
   a. Shall be flown in accordance with the U.S. Code, the Honor Guard Training Manual or as ordered by the Director.
   b. While in mourning the flag shall be flown at half-mast according to the U.S. Code: Title 4, Chapter 1 and Title 36, Chapter 10, Section 175.
      1) The Director or designee shall:
         a) Determine when the flag shall be flown at half-mast.
         b) Order the lowering of the flag.
         c) Notify County building services when the County Executive orders the flag flown at half-mast.
      2) The flag may be flown at half-mast at one or more County facilities at the request of each particular department managing that facility.
      3) As specified by the Director, flags at designated facilities may be lowered to half-mast and remain at that position for 24 to 72 hours after the internment or the memorial service; flags shall not be lowered unless so directed.
      4) A departmental flag, if authorized, may be displayed with national and state flags.

5) Flags are to be raised, lowered, carried, stored, displayed, replaced and disposed of in accordance with proper flag protocol as set for the U.S. Codes noted in the reference section of this policy.

B. Procedure

1. The Director shall appoint an Honor Guard Commander; the Commander is a uniformed staff member with the rank of Captain, Major or Commander.
2. The Honor Guard Commander shall be responsible for:
   a. The overall administration of the Honor Guard. This administration is subject to review by the Director.
   b. The development of the Honor Guard training manual and review the manual annually.
   c. The scheduling of the Honor Guard assignments with the Administrative Sergeants and Shift Commanders, as necessary.
   d. The planning, organizing, training, directing, controlling and coordinating all ceremonies or events.
   e. The overall operation of the Honor Guard at ceremonies or events.
   f. The formal notification of assignments and training sessions.
   g. The arrangements of transportation for staff and necessary equipment.
   h. The operation and completion of details (i.e., inspection of personnel and equipment, compliance with rules and regulations, ceremonial protocol, etc.).
3. Honor Guard members shall be responsible for:
   a. Maintaining all issued equipment and uniforms.
   b. Returning all issued uniforms and equipment to the KCCF Maintenance and Supply Sergeant when membership in the Honor Guard has ended.
   c. Maintaining outstanding personal appearance and conduct.
   d. Attending all assignments, training and other details, as assigned.
   e. Other assignments and responsibilities as directed by the Honor Guard Commander.